

| Priority * | SCDHEC – Bureau of Air Quality Outreach Section Training Guidelines | Time Frame |
|------------|--|---------------------------|
| M | Bureau Orientation by Supervisor/or Section member | 1 st Week |
| M | DHEC Orientation | 3 Months |
| M | EQC Required: Hazardous Communication | 3 Months |
| M | EQC Required: Confined Space or Exemption Memo to File | 3 Months |
| M | DHEC Required: 8 Hr. Defensive Driving Course DHEC Required: 4 Hr. Defensive Driving Refresher Course | 3 Months Every 3 years |
| M | APTI SI:422/CLN880 - Air Pollution Control Orientation Course | 3 Months |
| M | DHEC Required: HIPAA 101 | 3 Months |
| M | DHEC Required: 4th Generation Management | 6 Months |
| M | EQC School | 12 Months |
| M | DHEC Required: Customer Service Training | 12 Months |
| M | DHEC Required: Basic Cultural Competence Training | 12 Months |
| M | DAPDO Required: Power Point | 12 Months |
| M | DAPDO Required: Media Relations | 12 Months |
| D | APTI SI:300/CLN869 - Introduction to Air Pollution Toxicology | |
| D | APTI SI:409/CLN872 - Basic Air Pollution Meteorology | |
| D | APTI SI:460/CLN895 - Introduction to Permitting | |
| D | APTI 400 – Introduction to Hazardous Air Pollutants | |
| D | APTI 452 – Principles and Practices of Air Pollution Control | |
| D | Windows Operating Systems | |
| D | MS Excel | |
| D | MS Word | |
| D | Pagemaker | |

* M = Mandatory,

D = Desirable

January 3, 2003